

# Pansophy Overview

Process control, data collection, and data access

- Local language usage: “Travelers” define important processes, including data collection.
  - *Pansophy* integrates the implementation of Travelers with direct collection of the data into the database and retrieval of data from the database
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- Definitions
  - Generating a Traveler
  - Generating a Common Procedure
  - Data flow - the big picture
  - *DocuShare*
  - *Pansophy* now
  - Data retrieval - pilot project



# TRAVELER

A document used to define and control a process and gather data particular to a specific part or assembly.

- **TRAVELERS** are used to guide, track, and document the fabrication, assembly, or performance verification, of components and completed cryomodules.
- A **TRAVELER** defines the sequential list of required tasks, including the entry of all required data. Detail should be sufficient for another person to confidently reproduce the process.
- **TRAVELERS** are “version-controlled”; each revision to the procedural steps employed or list of required data constitutes a new version.
- The **TRAVELER** version used for each part is itself retained data.
- **TRAVELERS** may include by reference Drawings, SOPs, **COMMON PROCEDURES**, or other static but readily accessible information.



# COMMON PROCEDURE

A document that establishes a common and standard way of accomplishing a routine task.

- **COMMON PROCEDURES** are generic; they describe general practices that set quality standards and common interfaces between activities.
- **COMMON PROCEDURES** do not call for recording any data.
- **COMMON PROCEDURES** are expected to be relevant in a variety of circumstances.
- **COMMON PROCEDURES** are “version-controlled”; each revision to the procedural steps employed constitutes a new version.

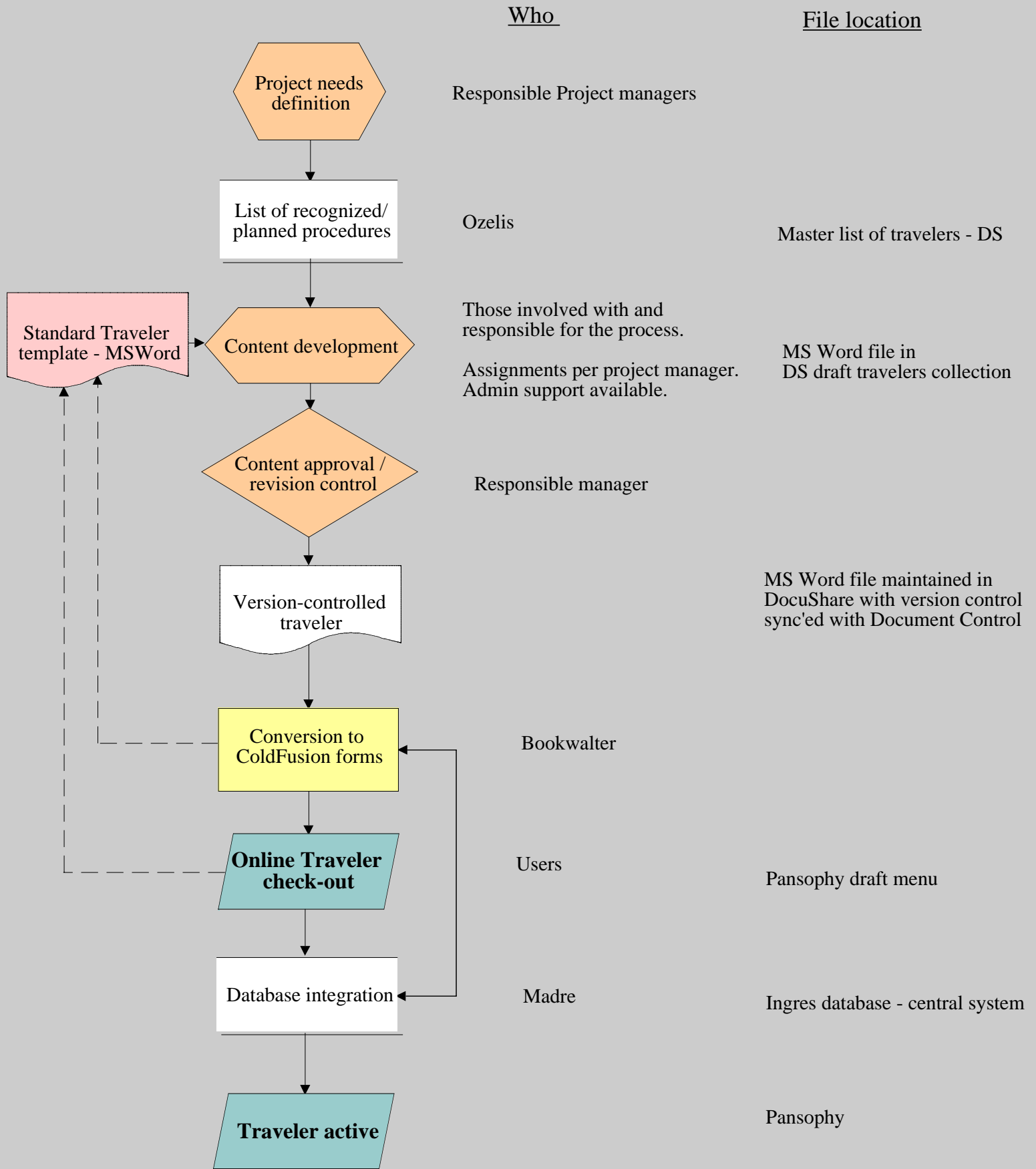


# TRAVELER Generation Process

1. Project-specific **TRAVELERS** are identified and named by the responsible project manager.
2. Authors and approvers for specific **TRAVELERS** are identified by project manager.
3. **TRAVELER** identification information is collected into Pansophy by the traveler coordinator (Ozelis).
4. **TRAVELER** authors generate drafts of travelers using MS-Word template. (Admin support available).
5. **TRAVELER** drafts are posted by authors in the appropriate DocuShare directory (Traveler Drafts (MS-Word Versions)) for review and revision by approvers and others.
6. When a **TRAVELER** draft is approved for *content*, the approver posts the approved version in the appropriate folder on DocuShare (Approved Travelers (MS-Word Versions))
7. Signed-off hardcopy is forwarded to Document Control, and a reference paper copy is retained on file by S. Thomas.
8. **TRAVELER** is converted to ColdFusion and added to the Pansophy draft menu for final format review by approver and others. (Bookwalter)
9. When the format of the ColdFusion version been approved, the supporting database is constructed and the **TRAVELER** is made live in Pansophy. (Madre)
10. **TRAVELER** is now usable from the Web on the production floor.



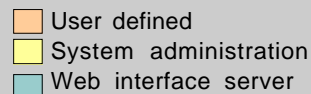
# Traveler Development Sequence



# COMMON PROCEDURE Generation Process

- 1, A project or process manager identifies a commonly performed task that does not generate data to be saved.
- 2, The relevant controlling procedure is captured in clear, sequential form, with commonly accepted standards of quality and assurance.
3. The responsible project manager or department head approves the procedure.
4. The resulting **COMMON PROCEDURE** is converted to pdf format and placed in the appropriate DocuShare collection by procedures manager.
5. Signed-off hardcopy is forwarded to Document Control, and a reference copy is retained by S. Thomas.
6. Where appropriate, **TRAVELERS** include active links to the pdf versions of the **COMMON PROCEDURE**.





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